

17 December 1982

MEMORANDUM FOR: All NIOs

SUBJECT : The NIO Products Discussed at This Morning's Staff Meeting

302

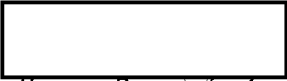
1. This morning I described three products you should produce within the next several weeks:

a) The list of contingencies that you think warrant writing short papers on. The model here are those done by Charlie Waterman. If you haven't done so, you can get copies from him of those done so far. The deadline for this product is today although an extension until Monday is fine.

b) Next are your 1983 forecasts for the Director. The format should be similar to that you did a year ago; that is, a short paper laying out the main expected developments in the year ahead that you would like to call to the Director's attention. This should include less likely contingencies that warrant mention.

c) A 1983 work plan. This should include the principal topics that you expect to concentrate on for the next year. Think about these and be prepared to talk with Fred and myself during the next several weeks. After we've discussed them, you should write them up in brief format.

2. All of these should result in memoranda to the Director. Hal Ford has suggested that we take the 1983 forecasts and bundle them together and put them out as a NIC publication and that is a good idea.

  
Harry Rowen  
C/NIC